

PASSPORT SERVICES

PASSPORT FEES

Current Passport Fees:

U.S. Passport Book

	Passport Fee	Execution Fee	Total
Adults 1st Time (age 16 & over)	\$110	\$25	\$135
Adults Renewal	\$110	\$25	\$135
Minors (under age 16)	\$80	\$25	\$105

U.S. Passport Card

	Passport Fee	Execution Fee	Total
Adults 1st Time (age 16 & over)	\$30	\$25	\$55
Adults Renewal	\$30	\$)	\$30
Minors (under age 16)	\$15	\$25	\$40

“Expedite Service” Fee **\$60**

Photographs **\$15**

APPLICATIONS BY APPOINTMENT ONLY

760-434-2968

Location and Hours of Operation

City of Carlsbad
Faraday Administration Center
1635 Faraday Avenue

Mondays
1:00 to 4:00 p.m.

Passport Application Acceptance Facility

The City of Carlsbad provides a Passport Application Acceptance Facility that not only accepts applications for passports, but also has the ability to provide the necessary photos for your passport. Our goal is to provide customers with a convenient, pleasant experience prior to their travels afar.

In order to apply for a passport you will need to provide proof of United States Citizenship or Nationality, Proof of Identity, Photographs, and Passport Fees.



Required Documentation

Proof of United States Citizenship or Nationality

- If you were born in the United States:
A person claiming to be born in the U.S. must submit proof of citizenship. Appropriate documents would be one of the following:
1. Previous U.S. Passport
 2. Certified birth certificate (*photocopies will not be accepted*) showing:
 - Name, date, place of birth
 - Date birth record was filed/recorded
 - Seal and signature of registrar

- If you were born in a foreign country:
A person born in a foreign country must submit proof of how U.S. citizenship was acquired. Appropriate documentation would be one of the following:
1. Previous U.S. Passport
 2. Original certificate of Naturalization or Citizenship
 3. Proof of derivative citizenship

Proof of Identity

- Primary Proof of Identity is one of the following:
1. Current driver's license (*valid or recently expired within 6 months*)
 2. Recently issued certificate of Naturalization
 3. Recently Issued Government ID Card

Photographs

Two identical, 2" x 2" square, full faced with plain white or off-white background are required. These are available at our facility for a \$15 fee.

Application Tips

1. Allow 4-6 weeks for passport processing.
2. If applying for a passport for a child under age 16, **BOTH** parents must be present, or if the second parent is unable to sign, the appearing parent must present evidence of sole custody or have a notarized written consent of the other parent for the issuance of the passport.
3. Travelers departing within two weeks, must call for an appointment to be served at the Los Angeles Passport Agency: **1-877-487-2778** or www.travel.state.gov